



ASD Service Beacon

A regular publication for FSIS field and headquarters employees.

U.S. Department of Agriculture
Food Safety and Inspection Service

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bea-con (bēk n) *noun*

A signaling or guiding device, such as a lighthouse, located on a coast.. A source of guidance or inspiration.

INTRODUCTION

The Birth of *the ASD Service Beacon*

by Glen Durst

Telephone: 202-720-3551

On March 30, 1997, I began my tenure as the new Director of the Administrative Services Division (ASD), succeeding O.V. Cummings, who retired after serving as Director since 1978. Communications is one of my priorities for the ASD, and this newsletter is an effort to fulfill this objective. The *ASD Service Beacon* is intended to provide information and news to FSIS employees, both field and headquarters. Before the November 1996 reorganization, other ASD functions issued newsletters, including the Program Services Branch (Minneapolis, MN) newsletter and the *FSIS Safety and Health Bulletin*. This newsletter will consolidate these efforts and expand coverage to other ASD activities, including:

- Occupational Safety and Health
- Supplies
- Vehicles
- Procurement
- Facilities
- Package Deliveries
- Forms
- Directives
- Records
- Printing and Distribution
- Waste Management and Reduction

Initially, we plan to publish this newsletter monthly since there is information that needs to be provided in a timely manner on our new central supply system. Adjustments to the publication schedule will reflect the amount of information ASD needs to distribute. The newsletter will be mailed to all FSIS employees. In addition, it will be accessible on HPDesk and the FSIS World Wide Web Homepage. Individual articles will be authored by ASD employees as well as other contributors. Readers should contact the author of an article via telephone or HPDesk for more information or to provide feedback.

We hope that you will find *the ASD Service Beacon* informative and an effective communications vehicle between ASD and the rest of FSIS.

OCCUPATIONAL SAFETY AND HEALTH

Occupational Safety and Health: A View from the Potomac

by Tom Wright

Telephone 202-720-3845

As the FSIS Safety and Occupational Health Manager, I am pleased that ASD will continue the outreach of our previous publication--the *FSIS Safety and Health Bulletin*.

Lockout/Tagout--Field Operations is implementing a revision to our original lockout/tagout program. An additional step has been added to the lockout/tagout procedures--inspection personnel performing maintenance or servicing tasks who are exposed to hazardous energy will place their own lock or tag on energy isolating devices or participate in a group lockout or tagout program with the plant. This additional step will be implemented at each location through a cooperative agreement between FSIS and the plant. This new step will provide additional protection to employees performing tasks related to the inspection of machines and equipment.

Protective Gloves--Since inspection began 90 years ago, FSIS and its predecessor agencies have been concerned by the number of knife cuts sustained by red meat slaughter inspectors. Until recently, there has not been a glove available that would protect inspectors from knife cuts and at the same time permit them to perform viscera inspection tasks. Over the last several years, FSIS has performed trials of several types of gloves. The Agency has identified a cut-resistant glove and an impervious outer glove that meet the criteria of protecting employees and at the same time permits them to effectively perform inspection. The Agency is

proposing a policy under which all inspectors assigned to high-speed red meat slaughtering plants will be provided with protective gloves. It is expected that the number of knife cuts will have dramatic decrease with the use of cut-resistant gloves.

FSIS/OSHA MOU Training--In February 1997, 35 FSIS employees received safety and health hazard recognition "train the trainer" training at the OSHA Training Institute in Des Plaines, Illinois. At the session, the group also viewed Module 1 of the FSIS MOU training video. This video covers the administrative details of referring and reporting serious hazards affecting plant employees. Modules Two and Three will cover the hazards normally found in meat and poultry plants. These videos will be based on materials presented by OSHA at the February training session. The production of Modules Two and Three will commence after the script writing occurs.

SUPPLIES

What's New With Field Supplies?

by Pete Bridgeman

Telephone: 202-720-5743

The Field Supply System implementation was originally planned to occur over a 9 month period, bringing the first region, North Central, into Landover in January, 1997, then a different region every 2 months, ending with Western Region in September, 1997. The "Buy-Out" offered in October, 1996, changed all of that, as quite a few regional office employees took the buy-out, leaving 2 of the regions, Southeast and Southwest, unable to continue supplying their field beyond

PROCUREMENT

December, 1996. So, between December and January, Landover

took in 3 regions all at once. This created a few more problems in the beginning than we'd planned for, primarily, not enough staffing to handle the volume of orders; also, we were so busy trying to keep up with the volume of orders, it was difficult to adequately trouble-shoot the various "start-up" problems, effectively. During the month of February and into March, some orders took as long as 6 weeks to turn around. We got staffing levels up to par in early March, began digging out from under, and were better able to evaluate the "bugs" in the system and start to make adjustments and improvements. By the end of March, all orders were being turned around within the prescribed 4 days, (2 days on Rush Orders). We identified a major problem with the shipping company handling the majority of our supply shipments, and made a decision to go with a different company (UPS) which promises to deliver in a more timely manner (3 days for most locations). Your patience as we've gone through these changes has been appreciated. We are all committed to a Field Supply System that is customer-friendly and responsive to your needs. We welcome your input and feedback into how we can better fulfill our commitment to you, our customer.

Attached is additional updated supply information for your use and retention.

VEHICLES

Vehicles Update

by Pete Bridgeman

Phone 202-720-5743

Now that FSIS Notice 9-97, Requesting Park-At-Home Authorization, has been distributed to the field, we are processing all AD-728's (Park-At-Home Authorization Requests) that have been pending this clarification of

the agency policy. Authorizations will now be granted for an indefinite time period (previously, authorizations had to be re-submitted every 2 years). Resubmission is necessary only if your conditions (Duty Station or Home Address) change. If you have a request pending, you will receive either your signed authorization, or a request for additional information, within the next month. If your Park-At-Home Authorization expired within the last year and you did **not** submit a renewal, you still need to submit an AD-728 to this office. You should not be parking your GSA Vehicle at your residence without a current authorization.

For GSA Vehicle Operators, it is no longer necessary to send a copy of your monthly mileage statement in to this agency. Submit these directly to GSA.

All high-mileage commitments are due into this office no later than May 15th, for FY-98.

When you receive a new GSA Vehicle, or turn in your old vehicle for a new one, please complete a Vehicle Data Sheet (FSIS 2450-6) and submit to this office.

If you are involved in a motor vehicle accident while on duty, please submit a copy of your completed SF-91, Motor Vehicle Accident Report, along with the Police Report (if applicable) to this office right away. We have been receiving Tort Claims for accidents that were never reported to us.

All questions regarding motor vehicles, high mileage commitments, vehicle accidents and related Tort Claims should be directed to Mr. Brian McNiff, at (202) 720-4162.

I.M.P.A.C. Purchase Card

by Janet Elm
Telephone: 202-720-9891

There have been several changes regarding the purchase card program within FSIS. I am the new Agency Program Coordinator. If you have any questions or changes that need to be made to the purchase card, i.e., setting up a new cardholder, change of address, cancellation or a change in the single purchase or monthly office limit, please let me know. I am located in the Acquisitions and Agreements Section, Administrative Services Division, Room 2161, South Building and can be reached on 202-720-9891 or by fax 202-690-1814. Please send all purchase card statements to me for review. Julie Adams is the Approving Official and will approve the purchase cards.

Once you have reconciled your statement, don't forget to sign and date the back of the statement. If a cardholder has left his/her employment, their supervisor must reconcile the statement, sign and date it before sending the statement to this office. DO NOT attach receipts or other documents to the statement. The receipts need to be with your telephone log.

DO NOT share your purchase card with anyone else. You are held personally responsible and accountable for all purchases made with your card.

DO NOT split requirements merely to permit purchase via the purchase card.

Unauthorized Use of the Card

1. Cash advances;
2. Rental or lease of land buildings;
3. Telecommunication (telephone) services and equipment, i.e. modems, pagers, cellular phones, line cards, major systems, i.e., FTS 2000. If you have a question concerning

- telecommunications, give Janet or Rick Utt (who is in Telecommunications) a call;
4. Rental or lease of motor vehicles, unless authorized by the Agency;
5. Purchase of airline, bus, train, or other travel related tickets unless authorized by the Agency;
6. Purchase of meals, lodging, or other travel or subsistence costs, unless authorized by the Agency;
7. The I.M.P.A.C. Government Purchase Card may not be used in lieu of the SF-149 U.S. National Credit Card (IFMS), used by the Interagency Fleet Management System for the purchase of fuel, oil, maintenance and repair, to IFMS vehicles;
8. Capitalized equipment (over \$1,000) and accountable equipment (depreciable property) office equipment, i.e., computers, typewriters, etc.;
9. Printing services;
10. Training;
11. Deposits;
12. ADP systems, including microcomputers;
13. Bills of lading;
14. Conference room rentals;
15. Furniture and office furnishings; and
16. Carpets and drapes.

To date, the Agency has 93 purchase card cardholders. The Purchase Card is the preferred method for purchases under the simplified acquisition threshold. It is to help you obtain supplies and services quicker and to make your job a little easier.

Form AD-838, Receipt Copy

by Anita Voiselle
Telephone: 202-720-9891

Payment of vendor invoices are delayed and late payment interest penalties may apply when receiving reports are not sent to Acquisitions and Agreements Section (AAS) immediately upon

receipt of delivery (including inspection and acceptance). Use Green Receipt Copy 1 to indicate that the order was received and accepted as either a partial or complete type shipment. The numbers in the following instructions correspond to the block numbers indicated on Receipt Copy 1.

13 Quant. Rec'd. When a partial shipment (P) will be indicated in Block 34, enter the quantity received next to the related line item. Up to three decimal places may be used. Always count the items received in the same unit of issue ordered; e.g., 3 dozen plants ordered but only 6 plants were received. Enter quantity received as 0.5.

32 Signature and Title. Enter signature and title of the official certifying receipt of items.

33 Receipt Date. Enter date goods or services were received, inspected, and accepted in MM-DD-YY format using the later date. If services are received and accepted for a specified time, enter the ending day of the covered period and not the beginning day of the service. The receipt date must not be prior to the order date shown in Block 4 of the AD- 838.

34 Type Shipment. To report a partial shipment, enter P. The P is used by a single receiving office to record receipt of less than the entire order (including amendments). A multiple receiving office must always record receipt of goods or services by following the partial shipment instructions using P in this block.

To report a complete shipment, enter C. The C is used by a single receiving office to record receipt of the total order or the last or remainder of the order when partials were previously reported. The C is not used to record receipt of a shipment considered

complete and received by multiple receiving offices.

Note: It is not necessary to complete Block 13 when a C is entered in Block 34 of the AD-838.

35 Receiving Office Phone (A/C & No.). Enter the telephone number of the person to be contacted for receiving report information.

Note: When receipting for an amended order that is complete, forward only one receipt (from either the original or amended purchase order set) marked C. Partial receipts require annotation of quantity next to the line item; therefore, select the appropriate receipt copy.

Receipt Copies may be faxed to AAS on 202-690-1814. Timely submission of these receipts will do much to improve efficiency and reduce interest penalty payments for the Agency.

RECORDS

Transition to the New FSIS

by Vern McLendon
Bob Byrd
Telephone: 202-720-5033

Recent organizational transitions and changes in technology require that we place stronger emphasis upon our records management program. Records, regardless of physical form, are the memory of the Agency and document its various functions. An effective records management program is essential to providing the protection of that memory. Through a records management program, the life span of records is

controlled and protected, there is better use of space, file equipment acquisition is kept at a minimum, and needed information is more readily available. The creation, maintenance, and disposition of all official records, is controlled by the provisions of Title 44 United States Code, Chapters 21, 29, 31, and 33. The management of electronic records, including appropriate storage media, planning for transition with changes in media, and budgetary aspects of the plans, needs to be taken into consideration. Every agency is required to have a records management program and a Records Manager. Vern McLendon, Head, Records Management Section, Paperwork Management Branch, ASD is the Agency Records Manager. However, every agency employee is responsible for ensuring protection and final disposition of records within their functional area.

Several offices that no longer exist in the new FSIS but whose functions will go toward creating new successor offices requested and received site audit records assistance.

Southeast Regional Office (SERO)

Prepared and submitted approximately 474 cubic feet of inactive records to Federal Records Center at East Point, Georgia.

Western Regional Office (WRO)

Prepared and shipped approximately 200 cubic feet of inactive records to Federal Records Center at San Bruno, CA.

New York Area Office

Reviewed and purged approximately 120 cubic feet of "for official use only" records. Personally oversaw the destruction (shredding) of these records.

PRINTING

Update on Printing

by Tom Hughes
Phone: 202-720-4661

Since the reorganization of FSIS, all Printing, Mailing and Publications come under the responsibility of this office. An updated Directive 2680.1 is in the works to define the do's and don'ts of Headquarters as well as Field printing options.

PUBLICATIONS: Requests for publications should be forwarded to this office and not CFPDC in Landover. Please type or print information requested as well as your name and address with a justification as to the need for the publication. We process a large amount of pub requests in Washington, and the justification is necessary.

START-UP KITS: (New Grants of inspection). When a new plant comes on line please mail or FAX a completed copy of FSIS Form 5200-1 "Grant of Inspection". This is their authority to inspect and our authority to send out the Start-up-Kits.

Address for Printing & Distribution Section:

1400 Independence Ave SW
Washington, DC 20250-3700

Phone: 202-720-4661
FAX: 202-720-5400

ADDITIONAL FORMS & SPECIALTY ITEM NUMBERS

ITEM #	DESCRIPTION
FSIS-06-PC	Branding Iron - Passed For Cooking
FSIS-07SM	Disposable Gloves, Small
FSIS-12FOAM	Foam EAR Plugs (yellow)
FSIS-12MUFF	Ear Muffs
FSIS-1400-89	T & A Envelope - Des Moines Fin Proc Ctr (Formerly FSIS-18)
FSIS-41	Cable Car Seals
FSIS-42	NCRO Small White Envelopes
FSIS-43	White Aprons for Red Meat Slaughter (Limit 2 per year per inspector)
FSIS-44	In-Plant File System for Meat & Poultry Estab
FSIS-44A	Replacement Labels for In-Plant File System
FSIS-45	Disposable Dust Mask
FSIS-46	Blue Aprons for Poultry Slaughter (Limit 6 per year per inspector)
FSIS-47	Safety Goggles
FORM #	DESCRIPTION
FSIS-2630-12	FSIS Letterhead
FSIS-1400-23	Small White Field Envelope (9 1/2 x 4 1/8)
FSIS-2630-12	FSIS Field Letterhead
FSIS-9120-3	Official Veterinary Certificate of Origin & Wholesomeness of Importation of Slaughtered Poultry, Chicken, Turkey, Duck, Goose, etc...
FSIS-9120-6	Import. of Sheep or Goat Meat into Austria
FSIS-9120-7	Official Veterinary Certificate of Origin & Wholesomeness for Importation - Austria
FSIS-9120-8	Importation of Pork into Austria
FSIS-9120-9	Official Veterinary Certificate of Origin for Importation of Animal Raw Products into Austria
FSIS-9120-10	Official Veterinary Certificate of Origin for Importation - Austria
FSIS-9120-11	Official Veterinary Certificate of Origin & Wholesomeness & Approval for Importation - Austria
FSIS-9205-2	Certificate Relative to the Cold Treatment of Horsemeat
FSIS-9270-1	Health Certificate for Poultry and Meat for Exports to Ireland
FSIS-9352-1	Veterinary Certificate for Poultry Meat Exported into Morocco
FSIS-9355-4	Public Health Certificate for Meat Products Intended for the European Union - Netherlands
FSIS-9355-6	Animal Health Certificate - Netherlands
FSIS-9450-3	Veterinary Certificate for Pork Exported into the Russian Federation
FSIS-9450-6	Veterinary Certificate for Pork Intestine Raw Material Exported into the Russian Federation
FSIS-9455-3	Certificate of Veterinary Inspection - Spain
FSIS-9465-1	Health Certificate - Poland
FSIS-9465-2	Health Certificate - Poland
FSIS-9465-3	Health Certificate - Poland
FSIS-9465-4	Health Certificate - Poland
MP-85	Animal Fat Declaration
MP-412	Health Certificate - European Economic Community (EEC)
MP-415-4	Animal Casings - Export Certificate
MP-455	Daily Sanitation Report
MP-528	Establish Chill Procedures

Any form that you do not see in the catalog or listed here, go ahead and place the form number on your order - if it is not in Landover, we will find it and get it to you.

ITEMS NOT AVAILABLE AT LANDOVER**ITEM**

Government Locks, Keys, Badges

Knives, Hooks, Scabbards, Steels,
FlashlightsNotices, Directives, Publications,
Manuals and Regulations**WHERE TO GET IT**

Regional Office (District Office)

These items are being considered as items you may purchase and claim for reimbursement. Until the specifics of this are determined, your region or district should have a supply available. These are not available through Landover.

USDA, FSIS, OM, ASD, PMB, Print & Dist.
Attn: Tom Hughes
1400 Independence Ave. SW
Room 0157 South Bldg.
Washington, DC 20250-3700

Requests for publications should include a justification.

SOME ADDITIONAL ORDERING TIPS

RUSH ORDERS - If you have one, or several, items that you need in a hurry, place those items on a separate "Rush" Order. Then place all of your routine supply and form needs on a separate "Routine" Order - this will get your urgently needed items to you quicker, without bogging down the system.

SEPARATE "GENERAL OFFICE SUPPLY" ORDERS FROM "FORM & SPECIALTY ITEM" ORDERS - anything from the green section of the catalog can be ordered together (Forms & Specialty Items). Anything from the orange section of the catalog should be ordered on a separate order. Failure to do this will cause the filling of your order to take a little longer, and make tracking it more difficult.

MULTIPLE SHIPMENTS - when you place your order with Landover, different portions of your order will get handled in different parts of the Landover complex. As a result, your supplies and forms will come to you in several different shipments. This is a lot different than what you were used to from the regional office supply.

BACK ORDERS - When you order an item that is currently out of stock, it will be automatically placed in back-order status, meaning you don't have to re-order it. When the out-of-stock item becomes available, the back-orders are filled immediately - you will receive the entire amount you originally ordered. Your pink "Pick Ticket" should show an item that's been placed on Back Order, along with the code letter "B".

ADDRESS CHANGES - If you have an address change for your supply delivery point, please contact Pete Bridgeman or Yvette Bamiro either via phone at (202) 720-5743, fax at (202) 690-4155, or mail, to:

USDA, FSIS, OM, ASD
1400 Independence Ave. SW
Room 2157 South Bldg.
Washington, DC 20250-3700

You can also send your change request to either Pete or Yvette via HP Desk, if that is available to you.

EMERGENCY OVER-NIGHT NEEDS - Although we strongly recommend that you plan your orders to minimize the emergency needs, we do recognize that emergencies sometimes still arise, particularly related to Exports. All overnight requests must be cleared through Pete Bridgeman at the above listed numbers. If you need it tomorrow, it's best to contact us before noon. After that, we may not be able to get it to you until the following day.

WHAT'S NEXT?

The Northeast Region will come into the Landover Service Center beginning May 1, 1997. Welcome Kits will be sent out to the field in the Northeast the week of April 21, 1997. Next, the Western Region comes in effective July 1, 1997. Compliance and Imports will be brought on in August.